



## HERITAGE RESOURCE CENTER

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### WASHINGTON STATE HISTORICAL SOCIETY

**Washington State Historical Records Advisory Board  
(WSHRAB), Washington State Archives, National Archives  
Pacific-Alaska Region, and the Heritage Resource Center,  
(Washington State Historical Society)**

**PRESENT**

## **The Basics of Archives**

**A PRACTICAL, ONE-DAY WORKSHOP FOR THOSE  
WHO WORK WITH HISTORICAL RECORDS  
BUT ARE NOT TRAINED ARCHIVISTS!**

### **FREE WASHINGTON ARCHIVES MONTH WORKSHOPS:**

**Monday, October 5, 2009**

at Washington State Archives  
Puget Sound Branch, Bellevue

**Thursday, October 15, 2009**

at Washington State Archives  
Central Branch, Ellensburg

**Wednesday, October 21, 2009**

at City Hall, Battle Ground

**Thursday, October 29, 2009**

at National Archives  
Pacific-Alaska Region, Seattle

**All Workshop: 9 a.m. to 4 p.m.**

The Basics of Archives is for people who work or volunteer in organizations that deal with the past—whether it's a museum, historic house, the city clerk's office, the library's local history room, a historic site, or a college archives. You'll get practical advice, sample forms and

policies, and learn basic practices you need to follow so that you can collect, protect, and help people use the historical treasures in your care.

In this workshop you'll learn:

- What historical records are—and aren't.
- How to decide what to keep.
- How to make sure you have legal title to your collections.
- How to handle collections when you get them so you know what you have and how to locate collections.
- How to protect your collections from theft.
- How to deal with copyright issues.
- What tools you need to create to help users find the information in your collections.
- How to take care of historical records to ensure their preservation and accessibility into the future.
- How to let the public know what you have and how to get people excited about using your collections.
- And where to go when you need help?

## **The Basics of Archives Workshop**

Do you need to take care of historical records-but you're not a trained archivist?

What's the right thing to do with those diaries, cassette tapes, hand-drawn maps, tin-type photographs, and family letters in your collection?

## **Where can you go to get advice?**

Register for the free Basics of Archives workshop near you. Pre-registration is required, and enrollment is limited. Directions and parking information will be available upon registration.

### **Monday, October 5, 9 am - 4 pm**

Washington State Archives Puget Sound Region,  
3000 Landerholm Circle SE, Bellevue, WA

### **Thursday, October 15, 9 am - 4 pm**

Washington State Archives Central Region,  
400 E. University Way, Ellensburg, WA

### **Wednesday, October 21, 9 am - 4 pm**

City Hall of Battle Ground  
109 SW 1st Street, Battle Ground, WA

**Thursday, October 29, 9 am - 4 pm**  
National Archives Pacific-Alaska Region,  
6125 Sand Point Way NE, Seattle WA

**Instructors:**

Experienced archivists volunteered by member organizations of the Washington State Historical Records Advisory Board will instruct your class.

**About WSHRAB:**

The Washington State Historical Records Advisory Board serves the public as the central advisory board for historical records projects and plans and provides leadership and guidance to help ensure the identification, preservation, and use of the state's historical records:

<http://www.secstate.wa.gov/archives/wshrab.aspx>

## **Register by October 1**

Telephone, e-mail, or fax your information to:

Mark Vessey  
Heritage Resource Center  
Phone: 360-586-0219  
Fax: 360-586-8322  
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